

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">-Reissue-</p> <p style="text-align: center;">-Amendment dated 5 Jan 16-</p> <p style="text-align: center;">1. Added Acceptable trainee level (採用可能見習い等級): 1-5. 2. Changed No. of recruitment from two (2) to three (3).</p>		広報番号： Announcement No.	FEC-PRY213-002-15(R4)(A)
		募集締切日： Closing Date	23 Feb 16 1st Cut-off: 12 Jan 16 2nd Cut-off: 2 Feb 16
		発行日： Date of Issue	22 Dec 15
1.職種名 Job title (等級 Grade <u>7</u> / 語学等級 LD <u>4</u>) <h3 style="text-align: center;">Engineer (General), #525</h3> <p style="text-align: center;">[技師職(一般)]</p> <p style="text-align: center;">Acceptable trainee level (採用可能見習い等級): 1-5</p> <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <h2 style="text-align: center;">3 名</h2>	4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Naval Facilities Engineering Command, Far East PWD Yokosuka, Fac Eng and Acquisition Group Project Mgmt/Engineering Department Operating Forces Support Division 勤務場所 Working Place: 横須賀市泊町, Tomari-cho Yokosuka		Those who applied FEC-PRY213-002-15~(R4) need not to reapply.	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Mon - Fri 勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (___ ヵ月 Months)	
6.職務内容 Duties <h3 style="text-align: center;">See attached list.</h3>			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of specialized technical or administrative work experience at 1-6 level in the related work, OR possession of doctorate degree in accredited graduate school in a related field. b. Must be a college or university graduate with specialized education in civil, electrical, architectural, mechanical, structural or environmental engineering fields, OR possession of an official engineering license in the related field. c. Knowledge of project design and planning to encompass all engineering disciplines including safety and environmental requirements. d. Skill in operating personal computer such as Microsoft Office suite, Oracle, and Computer Aided Design (CAD) database. e. Ability to manage and administer conventional design and construction on large projects. f. Ability to adapt and apply various techniques and methods to develop solutions for architectural/engineering problems and challenges. g. Ability to analyze project scope to determine the manpower, materials, and equipment necessary to complete the project. h. Ability to speak, read and write English at exceptional proficiency level. (LD-4) i. Ability to speak, read and write Japanese at native proficiency level. An applicant who does not fully meet the qualification requirement stated above may be considered at lower grade level as below. Note: Qualification stated in b. for 1-7 level is also required at 1-6 and 1-5. 1-6: a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, OR completion of master's degree in a related field may qualify him/her at 1-6 level. 1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, OR completion of 4-year college/university in a related field. * Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : See blocks 7 & 8 免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8			

8.提出するもの Application and Associated Documents	職務状況 Working Condition
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, “Questionnaire on Relatives”</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input checked="" type="checkbox"/> 大学卒業証明書又は卒業証書の写し(土木、電気、建築、機械、構造、環境等)又は関連分野（土木、電気、建築、機械、構造、環境等）における公的な免許状の写し Copy of certificate of educational background in civil, electrical, architectural, mechanical, structural, or environmental engineering field, OR official engineering license in the related field (civil, electrical, architectural, mechanical, structural, or environmental).</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant’s Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy</p>	
9. 応募書類提出先 Office to Submit	
<p>内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.</p> <p>（注意）上記項目４番の“募集範囲”が現 MLC/IHA 従業員の場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意下さい。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.</p>	
<p>１．内部応募者（現 MLC/IHA 従業員）提出先（米海軍横須賀基地日本人雇用課（HRO））： Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>〒238-0001</p> <p>神奈川県横須賀市泊町 1 番地</p> <p>PSC 473 BOX 22 CNRJ HRO N132</p> <p>内線/Extension 243-8152</p> </div> <div style="width: 45%;"> <p>〒238-0001</p> <p>1 Banchi Tomari-cho, Yokosuka</p> <p>PSC 473 BOX 22 CNRJ HRO N132</p> </div> </div> <p>米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下に壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前０６００時より、午後０６００時までこの箱への応募書類の提出が可能です。 Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.</p>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>２．外部応募者（非従業員）提出先：</p> <p>〒238-0011</p> <p>神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階</p> <p>(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)</p> <p>管理第一係</p> <p>電話番号 Phone 046-828-6959</p> <p>受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。</p> <p>Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.</p> </div> <div style="width: 45%;"> <p>Off Base Applicants must submit to:</p> <p>〒238-0011</p> <p>Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka</p> <p>Yokosuka Branch of LMO/IAA</p> <p>Management #1 Section</p> </div> </div>	
10. 事務処理欄 For Official Use	
募集部隊担当 Activity POC: BD2	軍電 (DSN) 243-7073

PD No.: FEC-PRY213-005	PD is accurate and current. Certified by Activity:Hi	HRO: (rcvd 10/14) kw 10/15 kw 2/5/15 kw 4/15 kw 4/21 (10/7) js 10/7 (12/18) js 12/18 (1/5) js 1/5
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応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSUR: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

ENGINEER (GENERAL) PRY213, MLC525-7

This position is located in the Public Works Department, Facilities Engineering and Acquisition Division (FEAD). The Facilities Engineering and Acquisition Division provide construction project management, engineering and contractual procurement services for Navy, Marine Corps and other governmental agencies and non-appropriated funds activities in Japan. These projects involve construction, repair, maintenance, engineering and design services encompassing all engineering disciplines including civil, electrical, architectural, mechanical, structural, fire protection, environmental and sanitation. The incumbent serves as Operational Forces Support Division General Engineer with responsibility for acting as primary Government liaison with contractors and clients for assigned projects, ensuring complete contractor compliance with contract requirements, maintaining high level of client satisfaction, using technical knowledge to solve routine construction, and fostering continuous organizational improvement.

A. PROJECT MANAGEMENT 90%

1. Provides constructability reviews during the development of Design-Build packages for solicitation on Design Build (DB) Multiple Award Construction Contract (MACC).
2. Reviews interim engineering plans and specification, as necessary, to ensure constructability and contractibility, compliance with applicable laws and regulations, availability/suitability of specified materials, suitability of design for intended use, etc. Makes appropriate recommendations for plan and specification changes prior to award (or finalization of design).
3. Reviews and approves all administrative submittals from the contractor, to include construction schedules, progress reports, Safety/Quality Control Plans, etc. Reviews contractor progress payment requests, certifying work as receive and acceptable for payment.
4. Reviews and/or provides technical assistance for the review of all shop drawings and other technical submittals. Recommendations design and/or specifications changes, as required.
5. Responds to technical contractor Requests For Information in a timely manner both prior to and after contract award.
6. Attends pre-bid conferences and conducts pre-construction conferences to discuss and clarify administrative contract requirements and other matters of mutual concern.
7. Ensures applicable NAVFAC policies, procedures, and directives are followed for all assigned projects.
8. Oversees and/or performs surveillance and quality assurance of contract work, and oversees the construction quality management (CQM) program to ensure technical compliance and adequacy of in-place work in accordance with the contract documents. Issues non-compliance notices for defective work and/or inadequate contractor supervision. Accepts or rejects work-in-place, investigates significant problems, and initiates timely corrective action.

9. Ensures contractor compliance with environmental regulations by developing a working knowledge of industry, federal, state, and local practices, both US and Japanese.
10. Reviews and evaluates proposed changes and makes recommendation for approval or disapproval. Assists the Administrative Contracting Officer (ACO) in preparing modification requests for proposals. Reviews and analyzes contractor's proposals in support of the ACO for modifications, including value engineering proposals. Prepares or supervises preparation of government estimates used in negotiations. Assists the ACO in preparing and conducting negotiations for modifications and in preparing post negotiation documentation and records. Performs as Contracting Officer's Authorized Representative (COAR) in accordance with current NAVPAC policy.
11. Determines need, and initiates request for factory inspection of materials. Ensures receipt of required documentation.
12. Provides technical advice and assistance to clients and other NAVFAC personnel on issues requiring practical engineering skills and knowledge. In addition to professional knowledge of the theories, principles and techniques, the position requires initiatives, resourcefulness, sound judgment and analytical ability to select alternatives or develop solutions to architectural/engineering problems and challenges, which necessitates, as a matter of course, to modify standard practices and adapt new techniques/methods, adapt precedents or make significant departures from previous approaches, and apply the standard practices of engineering disciplines to a specific assignment.
13. Responsible for documentation of pertinent information and, where necessary, justification for field decisions and recommendations. Provides technical assistance and/or directs the execution of all tests performed during construction.
14. Arranges for and oversees pre-final inspection, final inspection, and acceptance of the completed facility. Participates in turnover of the completed facility to the using activity. Prepares construction contractor and A/E post construction performance evaluations.
15. Investigates, reports, and makes recommendations on issues related to A/E liability, alleged labor law violations, contested contractor delay, or other controversial issues which have the potential to become a claim against the Government by the contractor.
16. Coordinates with assigned construction engineering technicians in daily operation of assigned contracts.
17. Ensure relevant and required project information is kept current in applicable NAVFAC/DON/DOD electronic project tracking and data system.
18. Answers all correspondence relative to assigned contracts. Initiates correspondence necessary to ensure compliance with contract specifications. Responsible for coordinating or drafting follow-up messages/correspondence concerning contractor furnished materials and equipment.
19. Researches contract files, as necessary, to compile and gather background information on completed or ongoing contracts.

B. OTHER ASSIGNED DUTIES 10%

1. Project management data maintenance using NAVFAC e-Applications.
2. Contingency engineering duties in support of disaster relief operations in the Far East AOR.
3. Performs other related or incidental duties as assigned.